PRINTING SF 50s and SF 52s

Print an SF 50/52 for One Employee

Note: This method generates the "Employee Copy" only

1. **Go to: Home > Administer Workforce > Administer Workforce (USF) > Use**
    Then Choose Appropriate Role (e.g., Supervisor Request, HR Reviewer, HR Processing)
    a.   Result: The 'Find an Existing Value' page appears

2. **Use the Search By field to specify the employee to retrieve and click 'Search'**
    a.   Result: The Data Control page for the selected employee appears
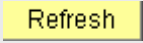
3. **Navigate to the action that you want to print**

4. *To print an SF-50, click the Print SF-50 pushbutton*

<u>Note</u>: SF-50s can only be printed for actions that have been saved with the "PRO" status.

    To print an SF-52, click the Print SF-52 pushbutton
    a.   Result: The Print Parameters page appears

5. **Click 'OK'**
    a.   Result: A warning message appears: "SF50 now posting to the Report Repository" or "SF52 now posting to the Report Repository"
    b.   **Click 'OK'**

6. **Go to: Home > PeopleTools > Process Monitor > Inquire > Process Requests**
    a.   Result: The Process List page appears. Use this page to monitor the progress of the report

7. **The Run Status field tells you the status of the SF-50/52**
    a.   To update the status, click 'Refresh' `Refresh`
    b.   When the Run Status value is 'Success', the SF-50/52 has completed

8. **To view the report, select the 'Details' hyperlink**
    a.   Result: The Process Detail page appears

9. **At the bottom of the page, click the 'View Log/Trace' hyperlink**
    a.   Result: The Report Log/Viewer page appears

10. **Click the following .PDF link to view the SF-50/52:** `fgsf5052_354.PDF`
    a.   Result: Acrobat Reader is launched and the report is displayed

11. **To print the SF-50/52, click the print icon on the Acrobat tool bar**

12. **To close out, click the Back button (do not try to close the Acrobat Reader using the 'X' as it will close out the entire EHRP session)**

13. **Close the Report/Log Viewer page**

For Help!
Call: 301-496-3477 (6-EHRP)
Email: helpdesk@nih.gov
Visit: http://support.nih.gov

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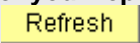# Print an SF 50/52 for Multiple Employees

1. **Go to: Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action (SF-50) or Request for Personnel Action (SF-52)**

   Note: SF-50s can only be printed for actions that have been saved with the "PRO" status.

2. **If this is your first time printing an SF 50 or 52 for multiple employees, click on 'Add New Value'**
   a. Enter the Run Control ID (a name to identify your queries in the future - for example, your name or initials - use no spaces)
   b. Click on the 'Add' button

3. **If you have run reports before, press 'Search' - Find your Run Control ID and click on it**
   a. If you cannot find your Run Control ID or do not remember it, enter a Run Control ID and press the Enter key on your keyboard
   b. Result: The Parameters page appears

4. **Use this page to specify the selection criteria for printing the SF 50/52**
   a. If you are printing an SF 50, specify *which* copies of the SF 50 you would like to print by checking the appropriate boxes in the **'Copies Requested'** field (upper right-hand corner)
   b. Use '**Filter Criteria'** to specify the employees to be selected
   c. Use '**PAR Status Date Range'** to specify a date range
   d. Use the drop down arrow to select a PAR Status and press TAB
   e. Begin Date and End Date fields appear
   f. Enter the date range
      Note: You must enter at least one-selection criteria

5. **Click the Filter pushbutton**
   c. Result: The Select Data page appears with those employee records that meet the selection criteria listed in the Filtered PAR Data area

6. **Click the checkbox next to each PAR you want to print**
   a. Click the Add Selected pushbutton
   b. Result: The selected PARS are listed in the Selected PARS to Print area

7. **Review the list for accuracy**
   a. Use the Add All, Add Selected, Remove Selected, and Remove All pushbuttons to move employee records to/from Filtered PAR Data to Selected PARS to Print areas

8. **When you've finalized the list in the Selected PARS to Print area, click Run to submit the request**
   a. Result: The Process Scheduler page appears. Use this page to select the run options for the report

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9. **In Server Name field, use the drop down arrow to select 'PSUNX'**

10. **Click 'OK'**
    a. Result: You return to the Select Data page. Notice that the report has been assigned a Process Instance

11. **Click the 'Process Monitor' hyperlink**
    a. Result: The Process List page appears - use this page to monitor the progress of the report

12. **The Run Status field tells you the status of your report**
    a. To update the status, click 'Refresh' Refresh
    b. When the Run Status value is 'Success,' the report has completed

13. **To view the report, select the Details link**
    a. Result: The Process Detail page appears

14. **At the bottom of the page, click the View Log/Trace link**
    a. Result: The Report Log/Viewer page appears

15. **Click the .PDF link below to view the report** fgsf5052_354.PDF
    a. Result: Acrobat Reader is launched and the report is displayed

16. **To print the report, click the print icon on the Acrobat tool bar**

17. **To close out, click the Back button (do not try to close the Acrobat Reader using the 'X' as it will close out the entire EHRP session)**

18. **Close the Report/Log Viewer page**

End